

OFFICE PROCEDURES MANUAL



LAWYERS
MUTUAL

LIABILITY INSURANCE
COMPANY OF
NORTH CAROLINA

RISK MANAGEMENT PRACTICE GUIDE OF LAWYERS MUTUAL

AN OFFICE POLICIES AND PROCEDURES MANUAL IS COMPOSED OF TWO DISTINCT SECTIONS.

- 1** The **OFFICE POLICIES SECTION** refers to rules and regulations, like employment, behavior, and inclement weather procedures.

- 2** The **OFFICE PROCEDURES SECTION** documents administrative functions like file management, conflicts of interest checking, managing the trust account, calendaring, and routine activities like opening mail and answering the phone.

THE MANUAL

WRITING THE MANUAL

1. Use simple language. Sentences 20 words or less.
2. Have a detailed structure – outline format.
3. Use a positive tone.
4. Compile information before you begin to write the manual.
5. Avoid specific actions and instead focus on standard document preparation.
6. Organize information into categories to give the manual structure.
7. Create a production schedule.
8. Edit for consistency.
9. Establish a review.

STANDARD FORMATS

Policies and standards on the following:

- **Typography.**
- **Letters and Memos.** Including fax cover sheets.
- **Pleadings.** Include format rules dictated by the courts.
- **Other Documents.** This might include email formatting, forms, office signatures.

OFFICE STRUCTURE

- **Introduction.** Include firm's mission.
- **Building Layout and Access.** Maps of the building and office layout access to the office outside of business hours.
- **Job Descriptions.** Identify responsibility for jobs and tasks.
- **Supplies and equipment.** Location of supplies and equipment, and maintenance procedures.

OFFICE PROCEDURES

Detailed instructions on

- Security
- Emergency or Disaster
- Representing Firm
- Representing Clients
- Communications
- Filing System
- Docket Control System
- Finances

PERSONNEL POLICIES

- **General Policies.** Include federal and state regulations.
- **Employment.** Classification, personnel files, disciplinary/termination terms.
- **Conduct.** Include online behavior and use of office equipment and supplies.
- **Hours of Work.** Describe any telecommuting or alternate schedules.
- **Benefits.**
- **Holidays and Paid Leave.**

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Law Office Procedures Manual

Berne Rolston



Law Office Procedures Manual:

Law Office Policy & Procedures Manual Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs *Law Office Procedures Manual for Solos and Small Firms* Demetrios Dimitriou, 2005 This step by step guide is the key to developing a tailor made office procedures manual containing everything from client data sheets and docket control systems to employee benefits and file management policies In addition the entire text is included on CD ROM for easy customization **Law Office Policy & Procedures Manual**, 2004 *Law Office Procedures Manual for Solos and Small Firms* Demetrios Dimitriou, Andrew Dimitriou, 2012

Law Office Procedures Manual, 1998 **Law Office Procedures Manual** Legal Secretaries, Incorporated (Calif.), 2004 **Law Office Policies, Procedures, and Operations Manual** Marcia Watson Wasserman, Cynthia Thomas (Law firm management consultant), 2022 This manual contains all the information you need to prepare your own staff manual regardless of the size of your firm **Law Office Management System** Philip A. Putman, 1979 *Law Office Staff Manual* Berne Rolston, 1992 This work contains all policies procedures needed for the general administration of a law firm It aids in training new employees avoiding misunderstandings preventing malpractice It is also available with 5 1 4 inch 3 1 2 inch diskettes for the IBM or compatible personal computers using ASCII WordPerfect programs **Solicitors Office**

Procedures Manual Matthew Moore, 2015-10-28 The Solicitors Office Procedures Manual will enable law firms and other organisations regulated by the Solicitors Regulation Authority to meet their compliance needs through one easy to use source Whatever your type or size of practice the mix and match approach adopted by this book will enable users to address any or all of the following The SRA Code of Conduct 2011 and other key elements of the SRA Handbook Lexcel version 6 The procedural elements of the Law Society's Conveyancing Quality Scheme The Specialist Quality Mark 2012 edition The Legal Aid Agency's contract Crime Family and Civil Since it was first published in 2012 the Solicitors Office Procedures Manual has helped many hundreds of law firms to develop or update their practice manuals and compliance documentation The second edition addresses the various recent changes which have affected the legal profession and addresses the new version of Lexcel version 6 which has been in force since the 1st May 2015 The Solicitors Office Procedures Manual is written by Vicky Ling and Matthew Moore Vicky is a Lexcel consultant who specialises in the requirements of legal aid funding within law firms and Matthew is a solicitor in private practice who is also a director of Infolegal Ltd a law firm management and

compliance consultancy **Law Office Staff Manual** Berne Rolston,1982 **Legal Information Buyer's Guide and Reference Manual 2006** Kendall F. Svengalis,2006 **Law Firm Liability Insurance Crisis** ,1986 Easy Self-audits for the Busy Law Office Nancy Byerly Jones,1999 This easy to use tool will assist the attorney in conducting their own self audits Whether they want to streamline procedures foster teamwork or build client relations this book dwill identify the practice s problem areas as well as offer ideas to improve them **Law Office Management: a Classified Bibliography** Law Library (Calif.),1967 **The Complete Internet Handbook for Lawyers** Jerry Lawson,1999 With its potential to improve communications learn to use the Internet to streamline communications and lower overhead costs for your law practice Dozens of tips and hints make the most out of the Web and its capabilities to help your businessfrom emails to search engines and listservs **A Practical Guide to Preventing Legal Malpractice** Duke Nordlinger Stern,1983 **California Procedure** Bernard Ernest Witkin,1985 **Law Notes for the General Practitioner** American Bar Association. Section of General Practice,1982 Law Practice ,2004

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